

A CITIZEN GUIDE TO

The Wyoming Legislature

Jonah Business Center
3001 East Pershing Boulevard





3**Getting Here****6****Helpful Information****7****About the Wyoming Legislature****10****Session Information****11****Building Map****13****Seating Charts****15****Legislative Process****17****Decorum Policies****19****Committee Meetings**

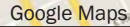
Welcome to the Jonah Business Center, the temporary home of the Wyoming Legislature during the rehabilitation and restoration of the Capitol and Herschler Building.

The Jonah Business Center is open to the public beginning at 6:30 a.m. during the legislative session and remains open until the last committee meeting has adjourned for the day.

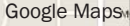
Public restrooms are located on the south end of the building near the House Chamber and on the north end near the Senate Chamber. Vending machines are located on the north end of the building near the restrooms and Capitol Club.

Wireless Internet access is available throughout the building using the network "Capitol Wireless." No pass code is required.

GETTING HERE

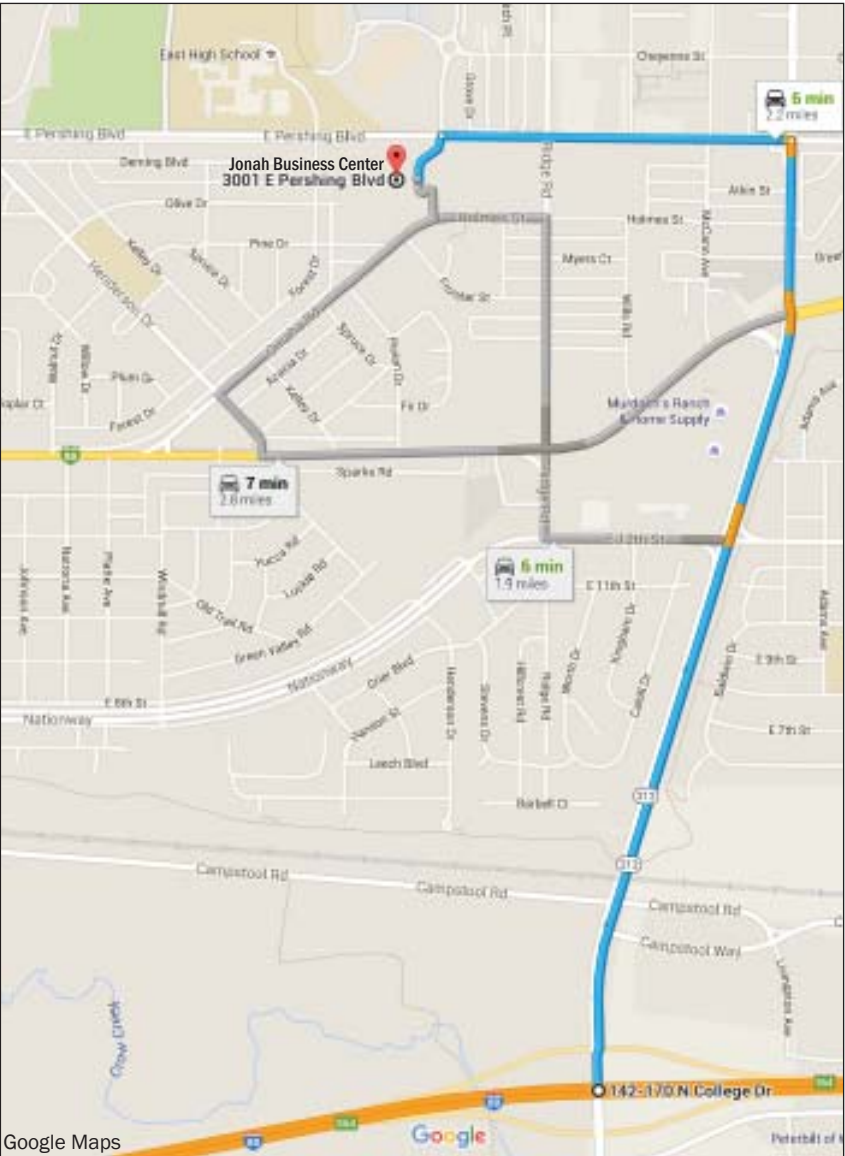


Proceed east on Pershing Boulevard for 3.5 miles



Turn south at 3001 E. Pershing Boulevard
(located on the right side of the street)

From Interstate 80



Take I-80 Exit 364 (College Drive)

Turn north on College Drive to Pershing Boulevard for 1.5 miles

Turn west on Pershing Boulevard (left-hand turn) for .5 miles

Turn south at 3001 E. Pershing Boulevard (located on the left side of the street)

GETTING HERE

Jonah Business Center Parking Lot



Public parking is available in the east parking lot in front of the building. This parking lot can be accessed via Pershing Boulevard to the north or Omaha Road to the south. The main entrance into the building is labeled above.

All parking is first-come, first-served, no parking permits are required.

LSO Contact Information

LSO Session Office Hours: Monday-Friday 7:30 a.m. to 5:30 p.m.

LSO Interim Office Hours: Monday-Friday 8:00 a.m. to 5:00 p.m.

Physical Address: 3001 E. Pershing Boulevard | Cheyenne, WY

Mailing Address: 200 W. 24th Street
Cheyenne, WY 82002

Phone: 307.777.7881

Website: www.wyoleg.gov **Twitter:** @wylegislature | #wyleg

Contacting a Legislator

Legislators can be contacted by email using their firstname.lastname@wyoleg.gov. Contact information is also listed at www.wyoleg.gov.

Senate Receptionist: 307.777.7711 (messages for Senators)

House Receptionist: 307.777.7852 (messages for Representatives)

Written Mail: 200 W. 24th Street, Cheyenne, WY 82002

Telephone Hotline: 866.996.8683 or 777.8683 (in Cheyenne).

Use to recommend a vote for/against pending legislation or to obtain the status of a bill in process. Available 8 a.m. to 5 p.m. on days the Legislature is in session.

Online Hotline: During the legislative session, you can recommend support, opposition or leave a comment on legislation using the Online Hotline: www.wyoleg.gov.

Hearing Impaired: 800.877.9965 (Wyoming Relay Service)

Legislature's Website: www.wyoleg.gov

Additional information available on the Legislature's Website:

- Statutes
- Session Laws
- Current & Historical Legislation
- Bill Journal Digest
- Legislative Rules & Procedures
- Session & Interim Calendars
- Legislator Biographies
- Legislator Contact Information
- Interim & Standing Committee Information:
- Membership
- Meeting Agendas
- Meeting Minutes
- Meeting Materials
- Budget & Fiscal Information
- Program Evaluation Reports
- School Finance Information
- Administrative Rule Reviews

Structure of the Wyoming Legislature

Introduction

The Wyoming Legislature is a 90-member citizen Legislature, meaning the members elected serve part-time and this is typically not their primary occupation. Wyoming remains one of the few states to have a true part-time citizen Legislature. While the part-time nature of the institution allows members to stay in close contact with their constituents, it also means they do not enjoy the same accommodations provided to full-time legislators in larger states, such as personal staff.

Management Council

- The leadership of the Legislature and the administrative arm of the legislative branch of state government.
- Policymaking body when the Legislature is not in session.
- 13 members representing both parties and consists of legislators in leadership positions.
- After every November General Election in even-numbered years, legislators hold party caucuses to elect legislative leadership for each party for the upcoming biennium (two-year period).
- Appoints the director of the Legislative Service Office.

Senate Leadership

- President
- Vice President
- Majority Floor Leader
- Minority Floor Leader
- Minority Whip
- Minority Caucus Chairman

House Leadership

- Speaker
- Speaker Pro Tempore
- Majority Floor Leader
- Majority Whip
- Minority Floor Leader
- Minority Whip
- Minority Caucus Chairman

Structure of the Wyoming Legislature

Article 3, Section 1 of the Wyoming Constitution states that “the legislative power shall be vested in a Senate and a House of Representatives...” Below are some facts about the current Wyoming Legislature:

Senate

- There are 30 members in the Wyoming Senate.
- There are 27 Republicans and 3 Democrats currently serving.
- Members serve a four-year term.
- Candidates must be at least 25 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The President of the Senate is the presiding officer of the Senate.
- Impeachment shall be tried in the Senate.

House of Representatives

- There are 60 members in the Wyoming House of Representatives.
- There are 51 Republicans and 9 Democrats currently serving.
- Members serve a two-year term.
- Candidates must be at least 21 years old to serve.
- Candidates must be a citizen of the United States and Wyoming and must have resided within the district they wish to represent for at least 12 months preceding the election.
- The Speaker of the House is the presiding officer of the House of Representatives.
- All revenue-raising bills must start in the House.
- The House has the sole power of impeachment (Governor and other state and judicial officers can be impeached for high crimes and misdemeanors or malfeasance in office).

Staff for the Wyoming Legislature

Legislative Service Office

Created in 1971 to provide administrative and professional services for the state's legislative branch of government, the Legislative Service Office (LSO) is the permanent, non-partisan staff for the Wyoming Legislature. The services are performed on a non-partisan basis for both the House and Senate. The LSO Director is employed by, and subject to the direction of the Management Council. Other employees are employed by the LSO Director with approval of the Management Council.

- Legislators in Wyoming do not have individual staff.
- LSO is the smallest legislative staff in the country with 35 full-time employees.
- LSO consists of the following staff sections: legal, budget and fiscal, program evaluation and research, information technology and legislative services.
- LSO provides research and bill-drafting services, including pre-filing and distribution of proposed legislation before legislative sessions.
- Staff is responsible for revision and recompilation of the laws of Wyoming; session laws, journals and digests; and accounting for all legislative expenditures, supplies, and properties.
- Staff prepare administrative rules reviews and reports, conduct oversight evaluations of executive agency programs, conduct fiscal studies and budget analyses and coordinate legislative activities related to school finance.

Session-Only Staff

Session staff for each house work directly for the chief clerk, who is a temporary staff member appointed by the presiding officer in each house. Session staff help to ensure the orderly flow of legislative proceedings during legislative sessions.

Session staff in each house include the chief clerk, assistant chief clerk, staff supervisor, assistant staff supervisor, journal clerk, floor team operators, reading clerk, sergeant at arms, doormen, watchmen, telephone receptionist, pages, messengers, committee secretaries, copy clerks, leadership secretary, minority secretary, collators, hotline receptionists, bill status clerk, clerical assistants and mail clerks.

Legislative Sessions

The Legislature meets in a General Session in odd numbered years, beginning on the second Tuesday of January. The General Session is limited to 40 legislative days. In even numbered years, the Legislature convenes in a Budget Session beginning on the second Monday of February, which typically lasts 20 legislative days. Except for the budget bill, all other bills require a two-thirds vote from the Senate or House for introduction during a Budget Session.

Special sessions may be called at any time by the Governor or the Legislature.

Group Visits during the Session

Scheduling Your Visit

When coming to the Jonah Business Center to observe the legislative session with a large group (generally 10 people or more), please schedule your visit in advance by emailing Legislative Information Officer Riana Davidson: Riana.Davidson@wyoleg.gov. Seating is first-come, first-served in the galleries. Each gallery seats 100 individuals. If possible, please split the group in half between the Senate and House Chamber, rotating each group halfway through your visit. For teachers bringing school groups, please ensure enough chaperons are present to accommodate both groups.

Gathering Spaces

There are no large gathering spaces available at the Jonah Business Center for groups to eat lunch or to convene a meeting. For alternative locations in state-owned buildings, please contact Cori Phelps, Department of Administration: (307) 777-7768 or Cori.Phelps1@wyo.gov.

Legislative Session Future Start Dates

2019 General Session
January 8

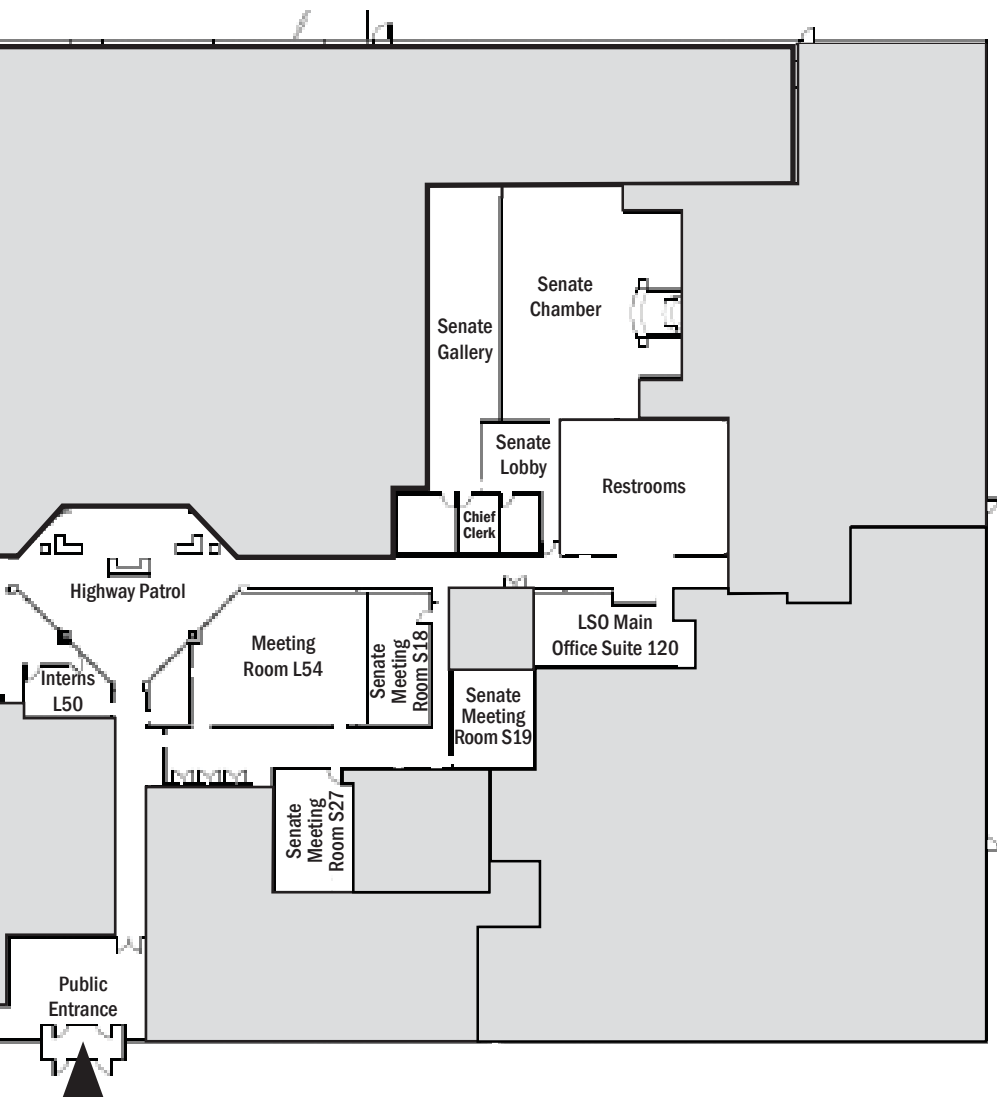
2020 Budget Session
February 10

2021 General Session
January 12

2022 Budget Session
February 14

BUILDING MAP





BUILDING MAP

SEATING CHARTS

Senate Seating Chart

PRESIDENT

ASSISTANT CHIEF CLERK

CHIEF CLERK

READER



House Seating Chart

SPEAKER					CHIEF CLERK					READER				
ASSISTANT CHIEF CLERK														
HARSHMAN	NICHOLAS	OBERMUELLER	FLITNER	WINTERS	LOUCKS	CLAUSEN	CRANK	MACGUIRE	STITH	STEINMETZ	PIIPARINEN			
SOMMERS	LINDHOLM	HUNT	BLACKBURN	GRAY	WALTERS	COURT	ALLEN	JENNINGS	POWNALL	KINNER	MADDEN			
LAURSEN	CONNOLLY	BYRD	BOVEE	FURPHY	OLSEN	NORTHURP	BURKHART	EDWARDS	LONE	HALVERSON	SIMPSON			
PELKEY	GIERAU	SCHWARTZ	EYRE	HALEY	PAXTON	SWEENEY	KIRKBRIDE	BITEMAN	WILSON	HALLINAN	BARLOW			
BLAKE	FREEMAN	DAYTON	EKLUND	HENDERSON	ZWONITZER	CLEM	BROWN	LARSEN	GREEAR	SALAZAR	MILLER			

SEATING CHARTS

Order of Business During the Session

The Senate and House generally follow the same “order of business” each legislative day (*the schedule may change near the end of the session as the Legislature winds down its work*):

- | | |
|----------------------------------|-------------------------------------|
| a. Roll call | committees |
| b. Prayer by the chaplain | i. Reports from select |
| c. Journal committee report | committees |
| d. Messages from the Governor | j. Bills on second reading |
| or the other house | k. Bills on third reading and final |
| e. Unfinished business | passage |
| f. Introduction, reading and | l. Consideration of bills on |
| reference of bills | general file |
| g. Bills of other house on first | m. Special orders and |
| reading | committee announcements |
| h. Reports from standing | n. Adjournment |

10 Steps to the Legislative Process

A general summary of the legislative process in Wyoming for a bill to become law is below. A bill can fail or be amended at any point during these steps.

1. A bill is drafted by LSO for a committee or individual member.
2. The bill title is read aloud and assigned to a committee by the presiding officer. (A 2/3 vote is required during a Budget Session.)
3. The committee hears the bill and votes whether to: Pass, Do Not Pass, or Pass with Amendments.
4. Members in the Chamber of Origin debate the bill for the first time during Committee of the Whole and vote to support or oppose.
5. The bill is debated and voted on in the Chamber of Origin during second and third readings.
6. If passed by the Chamber of Origin, the bill moves to the second house and the process above is repeated.
7. If passed by the second Chamber, with no changes the bill is sent directly to the Governor for his/her signature or veto.
8. If the Senate and House versions of the bill differ, a Joint Conference Committee is appointed to reconcile the differences.
9. If a compromise is reached, the bill is sent to the Governor.
10. The Governor can sign or veto the bill. The bill can also become law without the Governor's signature. The Legislature can override a Governor's veto with a 2/3 vote by the House and Senate.

Amendment Naming Conventions

Names are applied to an amendment once approved by the sponsor. The name tells the reader when and where an amendment was acted upon and its disposition.

Many combinations of letters and numbers are possible and cover all situations of amendment actions. Sample amendment **SF0015H2001/ACE** is explained below:

HB: House Bill Number

SF: Senate File Number

HJ: House Joint Resolution Number

SJ: Senate Joint Resolution Number

H: House Amendment

S: Senate Amendment

W: Committee of the Whole Amendment

2: Second Reading Amendment **3:** Third Reading Amendment

001: Sequence of Amendment (amendment number one)

A: Adopted

F: Failed

C: Corrected Copy

E: Amendment to an Engrossed Bill

Substitute Bills

If committee amendments are extensive, a committee may request a substitute bill. The substitute bill incorporates all committee amendments into a new version of the bill and is presented as an amendment on colored paper. If the committee amendment is adopted by the body in Committee of the Whole all further amendments to the bill are made to the substitute bill.

Engrossed Bills

In the top right corner of a bill that has passed the first house with amendments, you will find the word “**ENGROSSED**” under the LSO number. This indicates all passed amendments from the first house are incorporated into the bill. Once the bill is engrossed and distributed from the original house, hard copies of House Bills are printed on green paper and Senate Files are printed on blue paper.

Lobby Decorum Policies

During the legislative sessions, the lobbies outside the Senate and House Chambers are designated areas for the public to speak with legislators, when they are available. If you would like to speak with a legislator, please fill out a lobby note form, which is located in each lobby. Indicate the member you would like to speak to and the matter you wish to discuss. Be mindful that members may not always be able to leave the Chamber to meet with you. If you need to leave, please send in another note advising the member that you are leaving.

- Do not block doorways or the route to the Chamber.
- No demonstrations are allowed.
- Do not react to debate or voting on the floor in any way to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff will not store belongings or materials.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Materials may only be distributed to legislators on the floor in accordance with each Chamber's floor distribution policy.
- Materials distributed to all members on the floor must be signed by a Representative or Senator for their respective bodies. Obtaining the signature before production is encouraged. Materials should be dropped off for distribution in the House and Senate lobbies.

Gallery Decorum Policies

Visitors are allowed to observe legislative floor proceedings in the Senate and House galleries, in accordance with legislative rules and policies, as long as their presence does not disrupt the proceedings. There are 100 seats available for the public in each gallery, seating is first-come, first served. While seated in the galleries, visitors are required to follow the policies below to preserve the order and decorum of the legislative institution as enforced by the sergeants-at-arms at the direction of the presiding officers.

- Visitors should remain quiet and seated at all times, unless otherwise directed by the presiding officer. If no seating is available, stand quietly in the back.
- Do not visually or audibly communicate with anyone on the floor.
- Do not react to debate or voting to signal approval or disapproval of floor action.
- Signs, banners, placards and other display materials are prohibited.
- Legislative staff will not store belongings or materials.
- No demonstrations are allowed.
- Do not lean on the glass or put any object on the glass.
- Do not move the black chairs in the gallery.
- Do not consume food or beverages.
- Do not block doorways or impede the ability to move through the galleries.
- Laptop computers and hand-held electronic devices may be used, as long as the device's volume is turned off.
- Do not conduct a verbal conversation on a cellular telephone.
- Individuals may take photographs as long as it does not disrupt the proceedings.
- Recording of the proceedings is permitted, as long as it does not disrupt the body and does not obstruct the view of people in the gallery.

What is the role of a committee

A great deal of the Legislature's work is accomplished year round through the efforts of legislative committees. Each legislator serves on several different committees.

Standing Session Committees

There are 12 permanent parallel committees in the Wyoming Senate and House of Representatives. These committees are called "standing" committees. Standing committees meet during legislative sessions to review bills, hear testimony and recommend action on legislation for the consideration of the full body of the Senate or House. These committees meet before and after the daily floor sessions and during Noon recess. These committees generally consist of nine members in the House and five members in the Senate. All legislation being considered during session is assigned by the presiding officer in the Senate or House to one of these committees for review and recommendation before being considered on the floor by the full body of the Senate or House.

Joint Interim Committees

In the interim-the period between sessions-the standing committees in each body, with the exception of the Journal and Rules committees, merge to form joint interim committees. Joint interim committees study topics assigned by Management Council. Some committee chairmen may create sub-committees to address specified topics assigned to their joint interim committees. These committees often meet throughout the state.

Other Legislative Committees and Task Forces

In addition to the 12 permanent joint interim committees, members also serve on a variety of select committees and task forces during the interim. Some of these select committees are permanent entities authorized in statute, some are approved through legislation for a time-limited basis to address an identified issue or concern to the Legislature, and others may be authorized by the Management Council.

What to know before you go

Committee Names & Numbers

- 01: Judiciary
- 02: Appropriations
- 03: Revenue
- 04: Education
- 05: Agriculture, Public Lands & Water Resources
- 06: Travel, Recreation, Wildlife & Cultural Resources
- 07: Corporations, Elections & Political Subdivisions
- 08: Transportation, Highways & Military Affairs
- 09: Minerals, Business & Economic Development
- 10: Labor, Health & Social Services
- 11: Journal
- 12: Rules and Procedure

Who appoints committee members and chairmen?

At the beginning of each biennium the President of the Senate and Speaker of the House appoint membership and chairmen for each committee.

How many members serve on a committee?

- 14 Members: Five Senators and Nine Representatives
- Two chairmen: One Senator and One Representative
- 12 JAC Members: Five Senators and Seven Representatives

Where do committees meet?

During session

The standing committees meet before and after the daily session of the Senate and House and during the Noon recess. See page 22 for the committee meeting schedule.

During interim

Committees meet across the state, in various locations, so all Wyoming residents can participate in the legislative process.

How can I become informed about committee meetings?

All of the committee meeting schedules are on the Legislature's website at: www.wyoleg.gov

You can also receive the committee meeting notices electronically through the Legislature's email subscription service, available on the Legislature's website.

What to know while you are attending

Protocol for attending a committee meeting

1. Sign the official meeting attendance sheet.
2. During public comment, if you would like to address the committee, you will be recognized and called on by the chairman.
3. After the chairman has recognized you, please stand and address the chairman (i.e., “Mr./Madam Chairman”). Clearly state your name and the organization you represent when applicable.
4. All comments, questions, and responses must flow through the chairman by addressing the chairman each time you wish to speak.

If you want to provide written materials to the committee

Fill out the committee handout form when you arrive at the meeting. Give the form and a copy of your handout to the committee staff. Bring enough copies of your handout for the committee members, audience and staff.

You can also e-mail an electronic copy to: legdocs@wyoleg.gov. Include the committee name, meeting date, document author, and document provider.

What is the order of business in a committee meeting?

The agenda for each committee meeting can be found on the Legislature’s website: www.wyoleg.gov

- If you wish to record or take photographs during the committee meeting you need to advise the chairman in advance of the meeting.
- If you plan to use large video or audio equipment, you will need to obtain advance approval from the committee chairman regarding the location of the equipment.

How do I make an effective presentation to the committee?

- Prepare a handout with a summary of your points, before you begin, hand out all of the copies to the chairman.
- Be brief and don’t repeat what another speaker has said. If your statement is similar to previous comments, you may simply state that you agree with a previous speaker.

Committee Meeting Times

Wyoming Senate Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Judiciary Education Labor Appropriations	Travel Corporations	Judiciary Education Labor	Appropriations Travel Corporations	Judiciary Education Labor
Noon Recess	Minerals	Revenue Appropriations	Minerals Appropriations	Revenue	Minerals Appropriations
Upon Adjournment	Transportation Appropriations	Agriculture	Transportation	Agriculture Appropriations	Transportation

Wyoming House of Representatives Committee Meeting Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning	Minerals Revenue Travel	Agriculture Judiciary Appropriations Labor (Call of the Chair)	Minerals Revenue Travel Appropriations	Agriculture Judiciary Labor (Call of the Chair)	Minerals Revenue Travel Appropriations
Noon Recess	Corporations Judiciary Appropriations	Corporations Judiciary		Corporations Judiciary Appropriations	Labor Education
Upon Adjournment	Labor Education	Transportation Judiciary Appropriations	Labor Education Appropriations	Transportation Judiciary	

Please Note: For specific committee meeting times and locations, please visit the Legislature’s Website at www.wyoleg.gov.

Committee rooms are not dedicated to specific committees. It will be important to note which room meetings are taking place in, as committee’s meeting rooms may vary from day to day.

The Senate has three committee rooms (S18, S19 & S27) as does the House (H36, H37 & H38). The rooms are located near their respective Chambers. Two larger committee rooms located near the building’s atrium may also be used (Rooms L51 & L54).

*Remember, policymaking is not a
spectator sport - participate!*

Wyoming Legislative Service Office
Mailing Address: 200 W. 24th Street | Cheyenne, WY 82002
Physical Address: 3001 E. Pershing Boulevard | Cheyenne, WY
Telephone: 307.777.7881

Connect With Us
Website: www.wyoleg.gov
E-mail: Iso@wyoleg.gov



www.twitter.com/wylegislature #wyleg

GOVDELIVERY 

Email updates: www.wyoleg.gov/LSOWeb/eGovDelivery.aspx

